

Moorpark

Application Submittal Requirements

Specific Plan

Community Development Department

The following list, as identified by City Staff, specifies information that is required in order for you to submit your permit application (see also city zoning code and subdivision ordinance requirements and following plot plan and elevation requirements):

Submittal Requirements by _____ Date: _____ Application Reviewed by _____ Date: _____

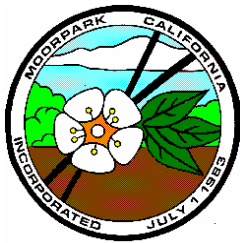
Required # Submitted

Community Development Department Requirements

- | | | | |
|--------------------------|----|---|--------------------------|
| <input type="checkbox"/> | 1 | Universal Application Form | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Application Fee Deposit(s) per adopted fee schedule (attached) | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Fee Reimbursement Agreement | <input type="checkbox"/> |
| <input type="checkbox"/> | 15 | Draft Specific Plan containing text and/or diagrams of the following per Section 65451 of the CA Government Code:
<i>(Additional copies will be required later in the process)</i> | <input type="checkbox"/> |
| <input type="checkbox"/> | | - Preliminary Development Land Use Plan | <input type="checkbox"/> |
| <input type="checkbox"/> | | - Preliminary Design Standards/Guidelines (including details on entrances, walls architectural attributes, etc.) | <input type="checkbox"/> |
| <input type="checkbox"/> | | - Standards for conservation, development, and utilization of natural resources. | <input type="checkbox"/> |
| <input type="checkbox"/> | | - Preliminary Circulation Plan and Traffic Analysis | <input type="checkbox"/> |
| | | - Community Services Plan | |
| | | - Infrastructure Plan | |
| | | - Conceptual Grading Plan | |
| | | - Conceptual Drainage Plan | |
| | | - Conceptual Fence and Wall Plan | |
| | | - Conceptual Landscape Plan | |
| | | - Conceptual Drawings of Design Features (entrances, walls, architectural attributes, etc.) | |
| | | - Fiscal Impact Analysis | |
| | | - Implementation Measures/programs | |
| | | - Statement of relationship between Specific Plan and General Plan | |
| <input type="checkbox"/> | 1 | 8-1/2" x 11" clear Acetate reduction of all plans and drawings. | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Electronic version (PDF) of all text. | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Electronic Image (.JPG or .TIF) of all plans and drawings. | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | 3" x 4" location map identifying site | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Biological Report prepared by a professional biologist | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Tree Report prepared by an Arborist or Landscape Architect | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Archeological Report prepared by a professional archeologist | <input type="checkbox"/> |
| <input type="checkbox"/> | — | Other: | <input type="checkbox"/> |

City Engineer Requirements

- | | | | |
|--------------------------|---|--|--------------------------|
| <input type="checkbox"/> | 1 | Preliminary Title Report | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Preliminary Soils Report prepared by a registered engineer or engineering geologist. | <input type="checkbox"/> |
| <input type="checkbox"/> | — | Other: | <input type="checkbox"/> |



Moorpark

Universal Application

Community Development Department

CDD Use Only

Case Number(s):

Note to applicants: This application MUST be accompanied by all required submittal materials and fees, as noted on the Submittal Requirements for each request, prior to acceptance by the Community Development Department. **Incomplete applications WILL NOT BE ACCEPTED.**

Type of Project:

☐ Residential

☐ Commercial

☐ Industrial

☐ Other

Identify requested action(s) below:

☐ Certificate of Compliance

☐ Conditional Use Permit

☐ Development Agreement

☐ General Plan Amendment

☐ Lot Line Adjustment

☐ Parcel Map

☐ Parcel Map Waiver

☐ Planned Development Permit

☐ Sign Permit/Program

☐ Specific Plan

☐ Specific Plan Amendment

☐ Tentative Tract Map

☐ Variance

☐ Zone Change

☐ Other _____

☐ Modification to permit marked

☐ Pre-application for checked items

Please Type or Print in Blue or Black Ink

Applicant:

Property Owner:

(Name)

(Name)

(Address)

(Address)

(City, State, ZIP)

(City, State, ZIP)

(Phone)

(E-mail)

(Phone)

(E-mail)

Project Location:

Street Address of Project: _____

APN: _____ Lot/Tract: _____

Other Description of Location: _____

Project Description:

Thoroughly describe the proposed project. Including all components for which permits are requested. Attach additional sheets if necessary. _____

Project Site Description:

Number of existing parcels ____ Area of subject parcel(s): ____ ac. / ____ s.f.

Number of proposed lots (if different from existing) ____

Street(s) property is accessed from: _____

Existing structures on site? Yes No (circle one) If yes, describe. Include square footage, height, function, habitability, and whether proposal calls for the removal of the structure(s).

Neighboring Uses:

Describe use(s) on property to:

North _____

East _____

South _____

West _____

Affidavit:

I hereby consent to and make application for the above referenced land use actions and certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge. I further acknowledge that the burden to justify the approval of this request is mine alone, and that neither City staff nor other City officials are under any obligation to support or approve the requests contained herein.

Signature of Applicant:

Signature of Property Owner:

_____ Date

_____ Date

If there are multiple property owners, please attach a consent letter for each owner. For pre-applications, sign permits, Planned Development Permits, Conditional Use Permits and modifications to such, if owner(s) refuse or are unable to sign, provide a copy of lease, or title report (where mineral rights are involved) may be submitted. Property owner **must** sign for all other applications. For persons with Power of Attorney for property owner, please submit Power of Attorney documentation with this application.

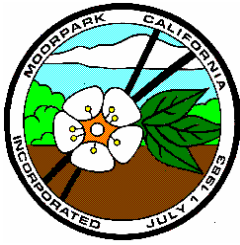
Community Development Department Use Only

Date Filed ____ / ____ / ____	Date Deemed Complete ____ / ____ / ____	Date of Environmental Determination ____ / ____ / ____
APN: ____ -0- ____	Case Planner _____	<input type="checkbox"/> ND <input type="checkbox"/> MND <input type="checkbox"/> EIR <input type="checkbox"/> Exempt Class ____
Current Zoning ____	Current G.P. Des. _____	Related Cases _____
Fees Paid \$ _____	Receipt No. _____	Project Billable? <input type="checkbox"/> YES <input type="checkbox"/> NO
Control Code _____	Applicant I.D. _____	Final Disposition <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> WD
Expiration Date ____ / ____ / ____	Extended to ____ / ____ / ____	Extended to ____ / ____ / ____

Notes: _____

Please list the name, title (applicant, engineer, architect, etc.), and e-mail address for each party who should receive a copy of the staff report prior to public hearings. Copies will be sent electronically. Paper copies of the reports may be mailed at an additional cost to the applicant. Should you desire a paper copy of the report, please give your case planner a written list of names and addresses at least 10 business days prior to your hearing date.

[illegible]



Moorpark

Reimbursement Agreement

Community Development Department

CDD Use Only
Case Number(s):

I, the undersigned property owner or applicant, hereby authorize the City of Moorpark to review the submitted Plans for the above named referenced permit/entitlement request(s) in accordance with the Moorpark Municipal Code including Title 17 Zoning. I am herewith depositing \$_____ to cover staff review, coordination and processing cost based on real time expended.

I understand that if the final cost is less than the deposit fee, the unexpended portion will be refunded after receipt and approval of a written request. I further understand that if the final cost is more than the deposit fee, within 30 days of receiving billing from the city, I shall pay the balance due not to exceed seventy five percent (75%) of the deposit fee unless the City Council authorizes collection of more than 75% of the deposit fee, I also understand that the City Council may approve the collection of an additional deposit.

Pursuant to the Zoning Code, Discretionary Permits may only be granted if all billed fees and charges for processing the application request that are due for payment have been paid. If in the course of processing such plans, the applicable billed fees and charges have not been paid, the City may, after a hearing deny such plans based upon the applicant's failure to pay said fees and charges.

Name of Property Owner or Designee (print or type)

Address of Property Owner (do not use Post Office Box)

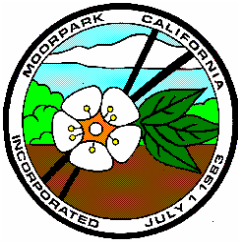
Name of Applicant (if different than Principal)

Address of Applicant (do not use Post Office Box)

Signature

Date

(If Corporation, list corporate officer(s) authorized to act on behalf of the corporation.)



Moorpark

Plan Requirements

Community Development Department

1. GENERAL REQUIREMENTS FOR ALL PLANS

- a. Size: 24" x 36", Maximum size 30" x 42"
- b. Location map:
 - i. Scale: not smaller than 1" = 500'.
 - ii. North arrow.
 - iii. Existing street pattern with names.
 - iv. Subject property/parcels identified.
 - v. Major streets identified.
- c. Title block:
 - i. Name of proposed project.
 - ii. Name, address and phone number of owner, engineer, applicant and lessee.
 - iii. Project address, if applicable.
 - iv. Date
- d. Map legend
 - i. Net and gross acreage of parcel.
 - ii. Gross floor area of all buildings.
 - iii. Percentage of land covered by structures.
 - iv. Square feet in parking area and percentage of landscaping in parking area.
 - v. Percentage of land covered by parking.
 - vi. Proposed number of off street parking spaces.
 - vii. Required number of off street parking spaces.
 - viii. Square feet of landscaping in parking area.
 - ix. Square feet of landscaped area.
 - x. Percentage of landscaped area on site (not in public right-of-way).
 - xi. Assessor's Parcel Number.
 - xii. Date the plans were drawn.
 - xiii. Date of the latest revision.
 - xiv. Seal or signature of professional who prepared plans.
 - xv. Scale of the plans.

2. ELEVATIONS:

- a. Scale: not smaller than 1/8" = 1' (unless another scale is authorized by the Community Development Director).
- b. Materials used (brick, concrete, type of roof etc.).
- c. Color scheme.
- d. Indicate height of all structures (as measured from finished grade).
- e. Elevations of all sides of all proposed structures.

3. SITE PLAN:

- a. Scale: an engineering scale not smaller than 1" = 20'.
- b. North arrow, with the plan oriented to the top of the page, if practical.
- c. Existing and proposed buildings and improvements, i.e. parking, landscaping, signs, trash disposal areas.
- d. Lot dimensions.
- e. Identify uses of all structures.
- f. Identify exterior building dimensions.
- g. Setbacks from structures and property lines.
- h. Distance between structures.
- i. Pad elevations of structures vs. top of curb and contours.
- j. Treatment of open areas, including landscaped areas and materials proposed to be used.
- k. Wall and fence height and sections and materials used.
- l. Enclosed trash areas (include a detail).
- m. Uses of buildings.
- n. Location of parkway trees (existing and proposed).
- o. Proposed signs, both building and freestanding including all materials and color.
- p. Temporary structures, if any.
- q. Pedestrian circulation.
- r. Street furniture, if any.
- s. Flood hazard areas.
- t. Special district service boundaries.
- u. Contours and scale, proposed and existing.
- v. Rights of way.
- w. Boundaries of project.
- x. Light sources, existing and proposed.
- y. Floor plans of all structures.
- z. Roof parapet sections and height.
- aa. Roof equipment.
- bb. Landscaped areas.

- cc. Phasing (if applicable).
- dd. Outside equipment and screening.
- ee. Easements, including utility easements.
- ff. Existing vegetation including all trees with a trunk diameter of four inches or greater (indicate which trees are to be removed).
- gg. Density of units.
- hh. Recreation areas.
- ii. Adjacent uses.
- jj. Adjacent structures within 300 feet.
- kk. Location of all existing and proposed structures including telephone poles, and booths, news racks, utility poles mailboxes, backflow preventers, fire hydrants, bicycle racks and handicapped ramps.
- ll. Parking layout including the following:
 - i. Layout and dimensions of all parking spaces.
 - ii. Dimensions of all access ways, turnaround areas, driveways, alleys and walkways.
 - iii. Off street loading spaces and facilities.
 - iv. Exterior lighting and intensity, plus height of fixture.
 - v. Type of parking and driveway area surfacing.
 - vi. Screening and landscaping areas.
 - vii. Paved area dimensions.
 - viii. Detail of curbing and retaining walls.
 - ix. Location and size of handicapped spaces.
 - x. Loading zone location and size (include turning radius).

4. TRACT AND PARCEL MAPS:

- a. 1" = 500' Vicinity Map showing major streets and watercourses within 1/2 mile of the subdivision boundary
- b. Tract number or parcel map number
- c. Name and address of subdivider
- d. Name and address of owner(s)
- e. North arrow and scale of map (whenever possible, orient north to the top of the page)
- f. Name, signed seal and address of professional preparing the map
- g. Date map was prepared
- h. Total number of lots
- i. All boundary lines of the subdivision with approximate bearings and distances
- j. The location of each lot and its relation to surrounding surveys
- k. Topographic mapping showing all structures, fences, tree rows, wells, prominent features and land uses within the subdivision and within 300' of the boundaries of the

subdivision which will remain, and The approximate location and direction of flow of all watercourses and drainage channels contour lines having intervals of: 1' for slopes less than 5%, 2' for slopes between 5% and 10%, 5' for slopes between 10% and 25% and 10' for slopes greater than 25%

- l. A certificate by the map preparer that the topography shown on the map conforms to National Map Accuracy Standards
- m. Individual lot lines with approximate dimensions
- n. The lot number of each lot with the final lot number circled
- o. The net area of the smallest lot, the largest lot, and the average lot area.
- p. The proposed use of all lots
- q. The width, centerline radii and approximate grades of all rights-of-way of all streets within the subdivision and proposed to serve the subdivision
- r. The approximate finish grades at all street intersections and turnarounds
- s. The widths and approximate location of all existing and proposed public and private easements for streets, drainage, utilities and access
- t. Cut and fill slopes over 5' in height
- u. Off site grading of any dimension
- v. Names and addresses of utility providers
- w. All necessary off-site access

5. GRADING PLANS (Contact City Engineer's Office for specific contents)

- a. Standard cover sheet
- b. Sheet index and legend sheet
- c. Grading Quantity Estimate, including cut, fill, import, export, soil remediation and shrinkage
- d. On-site grading haul route plan

6. LANDSCAPING PLANS:

- a. Engineer's precise or rough grading plan must be included with submittal.
- b. Plans must be prepared by a California Licensed Landscape Architect, whose stamp must be present on all sheets. All sheets must be WET SIGNED for final approval.
- c. Landscape architect's company name, address, and phone number on all sheets.
- d. Owner's name, address, and phone number on all sheets.
- e. Sheet index on Title Sheet.
- f. All sheets clearly labeled.
- g. Location map with project site clearly identified.
- h. Scale and North arrow on all applicable sheets. North should be oriented to top of sheet wherever practical.
- i. Landscape inspection schedule on Title Sheet.
- j. Signature Block on Title Sheet.
- k. All property lines, easements, public right-of-way, sidewalks, curbs, and gutters are

clearly identified.

- l. All slopes, including top and toe, are clearly identified.
- m. All site utilities are clearly identified.
- n. All existing and proposed structures are clearly identified. Notation is included identifying which structures are to be removed and which will be protected in place.
- o. All existing and proposed trees and shrubs are clearly labeled. Notation is included identifying which are to be removed and which will be protected in place.
- p. Plans must meet standards called for in the City of Moorpark Landscape Design Guidelines.
- q. Conceptual landscape plans shall include items c.- h. and items k. - o.

7. LIGHTING PLANS:

- a. Plans must be prepared by a California Licensed Civil or Electrical Engineer, whose stamp must be present on all sheets. All sheets must be WET SIGNED for final approval.
- b. Engineer's company name, address, and phone number on all sheets.
- c. Owner's name, address, and phone number on all sheets.
- d. Sheet index on Title Sheet.
- e. All sheets clearly labeled.
- f. Location map with project site clearly identified.
- g. Scale and North arrow on all applicable sheets. North should be oriented to top of sheet wherever practical.
- h. Style, size, height, and location of any poles used to support luminaries.
- i. Style, size, height, and location of any foundation systems (i.e., pedestals) upon which light poles may be erected.
- j. Style, type, location, and quantity of luminaires, whether pole-mounted, bollard-mounted, or building-mounted.
- k. Type, wattage, lumens and correlated color temperature of lamps.
- l. Shields, cut-off mechanisms, or diffusers used with each luminaire.
- m. Construction structural and mounting details for all installations.
- n. All exterior lighting plans shall include photometric calculations consisting of a point by point foot-candle layout based upon a minimum twenty five (25) foot grid center extended to twenty five (25) feet beyond the property line for both initial lighting values and maintained lighting values.
- o. Lighting plans shall be prepared to scale, and shall be accompanied by dimensioned detail sheets, materials catalogues, and specifications to aid in the identification and evaluation of proposed lighting system components.
- p. All plans must meet the standards of the City of Moorpark Lighting Ordinance, Chapter 17.30 of the Moorpark Municipal Code.
- q. Conceptual lighting plans must show items c. – g. and approximate locations of h. – j. These items may be placed on the site plan in lieu of a separate conceptual lighting plan.